

# **EVEN START FAMILY LITERACY PROGRAM**

## **Compliance Review Document**

Revised 5/16/03

# **EVEN START FAMILY LITERACY PROGRAM MONITORING VISIT**

## **DOCUMENTS TO BE SUBMITTED PRIOR TO SITE VISIT**

### **COLLABORATION**

- Names, addresses and telephone numbers of collaborating entities and their role and/or contribution
- Sample documentation of meetings (i.e., minutes, agendas) between LEA and collaborating agencies
- Written plan or procedure for implementing collaboration effort(s) if changed from most recent application

### **PROGRAM PLANNING AND OPERATION**

- In-service training schedules
- Goals and Objectives that have changed since the most recent application
- Written curricula for early childhood and adult courses

### **PROGRAM DESIGN**

- Weekly schedule including times and activities for both adults and children (both home- and center-based programs)
- Schedules designed to accommodate participants so that joint participation of parents and children can take place including child care and transportation services provided
- Schedule evidencing beginning and ending dates for program operation
- Sample attendance sheets for child and adult components
- List of staff by position, title, portion of time spent on program
- Procedures used in screening and preparation of parents and children for participation in the program – assessment, counseling, other developmental/support and related services if they vary from the application

# **EVEN START FAMILY LITERACY PROGRAM MONITORING VISIT**

## **MATERIALS TO BE AVAILABLE ON SITE DURING REVIEW\***

### **COLLABORATION**

- Description of historical relationship between LEA and collaborating agencies (may be validated through discussion)

### **STATEMENT OF NEED**

- Research used to determine areas to be served, population needs, status of low-income children and their families, critical issues and problems of the community\*\*
- Citations of demographic and/or socioeconomic studies completed\*\*

### **PROGRAM PLANNING AND OPERATIONS**

- Policy for determining delivery services to eligible children and adults qualifying factors including the needs of the family.
- Procedures used to recruit program participants (i.e., ads, brochures, minutes of meetings, procedural statement)
- Intake information sheets including family learning agreement
- Names, addresses and assessment data for eligible children and adults
- Family files
- Agendas and minutes of advisory council meetings or council of coordinating agencies

### **EARLY CHILDHOOD EDUCATION**

- List of children participating by site/class, age and grade level
- Entry and exit achievement level records of children
- Examples of any/all developmentally appropriate assessment instruments/tools and related measures and outcomes
- Pre-screening and Post-screening data
- Individual child records
  - Educational plans for individual children
  - Tracking of progress for individual children
  - Attendance records (may or may not be individual)
- Certification of early childhood staff
- Materials used – texts, manipulatives, software, computers, supplies
- Materials used for transitional activities
- Summer activities, schedule and materials used (either/and retro- or prospective)

## **ADULT EDUCATION**

- List of adults participating by site/program, and skill level
- Achievement level records of adults, including:
  - Assessment instruments and related measures and outcomes
  - Pre-testing and post-testing results, and dates
  - Educational plans for individual adults
  - Tracking of educational progress for adults
  - Attendance records
- Materials used – texts, software, computers, etc.
- Materials used for transition activities
- Summer activities, schedule
- Certification of adult education staff

## **PARENTING EDUCATION**

- Materials used – resources, supplies, equipment
- Sites and schedule of parenting classes and activities
- Attendance records
- List of facilitator(s)
- Written curricula
- Methods used to facilitate parent participation, e.g., travel, childcare
- Credentials of facilitator if any

## **INTERACTIVE FAMILY LITERACY ACTIVITIES**

- Materials used – resources, supplies, equipment
- Sites and schedule of Interactive Family Literacy Activities
- Attendance records
- List of facilitator(s)
- Written curricula

## **HOME VISITING**

- List of home visitors and their caseloads by number or family surname
- Home visitors schedule
- Credentials of home visitor
- Notes/logs kept by home visitor
- Evidence of training program for home visitors
- Materials used and activities conducted
- Documentation of location of home visits

## **FAMILY ACTIVITIES**

- List of activities which have taken place
- Numbers in attendance –numbers of families, numbers of adults, numbers of children
- Sites, materials that facilitators used
- Methods used to encourage full participation

## **PROGRAM EVALUATION**

- Written plan
- Report(s) of independent evaluation
- Analysis of evaluator's report(s) and implementation of recommendations or findings
- Training of personnel in appropriate skill area(s)
- Instruments developed and used in evaluation
- Plan and schedule used to evaluate staff members
- Completed staff evaluations

\*This list is a guide for collecting all relevant documentation to be available on-site in order to verify the requirements on the compliance document. It is recognized that some of the requested documents may be referred to by different names.

\*\*Documents utilized to support of update information in the application.

## **Examples of Documentation**

- ❖ Relevant publications describing program and access
- ❖ Flyers, brochures
- ❖ Participant files
- ❖ Family files
- ❖ Individual Family Development Plan
- ❖ List of adults and the programs in which they are enrolled
- ❖ List of children and the programs in which they are enrolled
- ❖ Class lists
- ❖ Listing of assessment instruments used
- ❖ Listing of assessment results/measurable outcomes
- ❖ Assessment Reports
- ❖ Description or calendar of family activities
- ❖ Grant proposal
- ❖ Needs assessment
- ❖ Schedules
- ❖ Documents evidencing support services
- ❖ Professional Development Plan
- ❖ List of professional development activities
- ❖ Approved budget and line item narrative
- ❖ Purchase Orders or inventory list of supplies/equipment
- ❖ Participant handbook

**Michigan State Department of Education  
Office of Early Childhood Education and Family Services  
P.O. Box 30008  
Lansing, MI 48933**

**EVEN START FAMILY LITERACY PROGRAM  
COMPLIANCE REVIEW DOCUMENT**

LOCAL EDUCATION AGENCY	COMMUNITY PARTNER
Name: _____	Name: _____
Superintendent: _____	Chief Executive Officer: _____
Project Director: _____	Project Director: _____
Address: _____ _____	Address: _____ _____
Phone: (____) ____-____ Fax: (____) ____-____	Phone: (____) ____-____ Fax: (____) ____-____
Contact Person: _____	Contact Person: _____
Phone: _____	Phone: _____

Planned	Enrollment	Actual
	Number of Families	
	Number of Parents	
	Number of Children	

Budget		Year-to-date
	Grant Award/Federal Funds	
	In-Kind Funds	
	Total Funds	

**Program Director Attestation**

I certify that all statements contained herein are accurate and complete to the best of my knowledge.

Name of Program Director: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Statutory Authority	Requirement	Documentation	Program Compliance	
			Yes	No
Section 1231 Purpose	<p>To help break the cycle of poverty and illiteracy by improving the educational opportunities of the Nation's low-income families by integrating early childhood education, adult literacy or adult basic education, and parenting education into a unified family literacy program, to be referred to as "Even Start."</p> <ul style="list-style-type: none"> <li>• Project builds on existing community resources to create a new range of services.</li> <li>• Project promotes academic achievement of children and adults.</li> <li>• Project assists children and adults from low-income families to achieve to challenging state content standards and student performance standards.</li> <li>• Uses instructional programs based on scientifically based reading research and addressing the prevention of reading difficulties for children and adults, to the extent such research is available.</li> </ul>			
Section 1234 Uses of Funds	<p>Project uses funds to pay the federal share of the cost of providing intensive family literacy programs that involve parents and children, from birth through age seven, in a cooperative effort to help parents become full partners in the education of their children and to assist children in reaching their full potential as learners.</p> <ul style="list-style-type: none"> <li>• Program is in year 1 of operation and as such receives as much as 90 percent of the total cost in federal funds.</li> <li>• The remaining amount of funds are provided as in-kind or cash at least 10 percent local contribution</li> <li>• Federal funds under this part are not used for indirect costs.</li> <li>• The budget is cost-effective given the scope of the project; costs are in support of program purpose.</li> </ul>			

**COMMENTS:**



Statutory Authority	Requirement	Documentation	Program Compliance	
			Yes	No
Section 1235 Program Elements	<p>Program includes the following:</p> <ol style="list-style-type: none"> <li>1. Identification and recruitment of families most in need of services, as indicated by a low level of income, a low level of adult literacy or English language proficiency of the eligible parent or parents, and other need-related indicators;</li> <li>2. Screening and preparation of parents, including teenage parents and children to enable those parents to participate fully in the activities and services provided under this part, including testing, referral to necessary counseling, other developmental and support services and related services;</li> <li>3. A design that accommodates the participants' work schedule and other responsibilities, including the provision of support services, when such services are unavailable from other sources, necessary for participation in the activities of the program such as- <ul style="list-style-type: none"> <li>❖ Scheduling and locating of services to allow joint participation by parents and children;</li> <li>❖ Child care for the period that parents are involved in the program; and</li> <li>❖ Transportation for the purpose of enabling parents and the children to participate in the program.</li> </ul> </li> <li>4. High-quality, intensive instructional program that promotes adult literacy and empowers parents to support the educational growth of their children, developmentally appropriate early childhood educational services, and preparation of children for success in regular school programs;</li> </ol>			

**COMMENTS:**

Statutory Authority	Requirement	Documentation	Program Compliance	
			Yes	No
Section 1235 Program Elements (cont'd.)	<p>5. Staff who are paid in part or in full with Even Start funds are highly qualified, as defined:</p> <ul style="list-style-type: none"> <li>• All new personnel hired after December 22, 2000 and by December 22, 2004, the majority of the individuals providing academic instruction in existing Even Start programs, <ul style="list-style-type: none"> <li>○ Shall have obtained an associate's, bachelor's, or graduate degree in a field related to early childhood education, elementary or secondary school education, or adult education; and</li> <li>○ If applicable, meet qualifications established by the State of early childhood education, elementary or secondary school education, or adult education provided as part of an Even Start program or another family literacy program.</li> </ul> </li> <li>• The individual responsible for administration of family literacy services provided with federal Even Start funds has received training in the operation of a family literacy program, and</li> <li>• Paraprofessionals who provide support for academic instruction have a high school diploma or its recognized equivalent.</li> </ul> <p>6. Special Training of staff, including child care staff, to develop the skills necessary to work with parents and young children in the full range of instructional services offered;</p> <p>7. Integrated instructional services to participating parents and children through <i>center-based or home-based</i> programs;</p> <p>8. Operation on a year-round basis, including the provision of some program services, instructional <del>or</del> and enrichment services, during the summer months;</p>			

COMMENTS:

Statutory Authority	Requirement	Documentation	Program Compliance	
			Yes	No
Section 1235 Program Elements (cont'd.)	<p>9. Coordination with –</p> <ul style="list-style-type: none"> <li>• Programs assisted under other parts of Title 1 under this act;</li> <li>• Programs under the Adult Education and Family Literacy Act; or the Individuals with Disabilities Education Act, and Title I of the Workforce Investment Act of 1998; and</li> <li>• The Head Start program</li> <li>• Volunteer literacy programs</li> <li>• Other relevant programs</li> </ul> <p>10. Use instructional programs based on reading research for children and adults, to the extent that research is available;</p> <p>11. Encourage participating families to attend regularly and to remain in the program a sufficient time to meet their program goals;</p> <p>12. Include reading-readiness activities for preschool children based on scientifically based reading research, to the extent available, to ensure that children enter school ready to learn to read;</p> <p>13. If applicable, promote the continuity of family literacy to ensure that individuals retain and improve their educational outcomes;</p> <p>14. Service to those families most in need of the activities and services provided by the Even Start Family Literacy Program; and</p> <p>15. An independent evaluation of the program, to be used for program improvement.</p>			

**COMMENTS:**

Statutory Authority	Requirement	Documentation		
Section 1236 Eligible Participants	<p>Participants are –</p> <ol style="list-style-type: none"> <li>1. A parent or parents – <ul style="list-style-type: none"> <li>• Who are eligible for participation in adult education and literacy activities under the Adult Education and Family Literacy Act; or</li> <li>• Who are within the state’s compulsory school attendance age range, so long as a local educational agency provides (or ensures the availability of) the basic education component required under this part or who are attending secondary school; and</li> </ul> </li> <li>2. The child or children, from birth through age seven, of a <i>parenting</i> individual described above and/or other participants described in section 1236 under “eligibility for certain other participants.”</li> </ol>			
Section 1239 Evaluation	<p>Program participates in the National Evaluation in order to:</p> <ol style="list-style-type: none"> <li>1. Determine the performance and effectiveness of the program;</li> <li>2. Identify the effective Even Start programs that can be duplicated and used in providing technical assistance to Federal, State, and local programs; and</li> <li>3. Provide State educational agencies and eligible entities technical assistance to ensure local evaluations undertaken provide accurate information on the effectiveness of programs.</li> </ol>			

**COMMENTS:**

Statutory Authority	Requirement	Documentation	Program Compliance	
			Yes	No
Section 1240 Indicators of Program Quality	<p>Program has a plan for using and responding to the Indicators of Program Quality in order to monitor, evaluate and for continuous program improvement.</p> <p>Program tracks performance outcomes for adult's:</p> <ol style="list-style-type: none"> <li>1. achievements in the areas of reading, writing, English language acquisition, problem solving, and numeracy;</li> <li>2. receipt of a high school diploma or a general equivalency diploma (GED);</li> <li>3. entry into a postsecondary school, job retraining program, or employment or career advancement, including the military; and</li> <li>4. such other indicators as the state may develop.</li> </ol> <p>Program tracks performance outcomes for children:</p> <ol style="list-style-type: none"> <li>1. improvement in ability to read on grade level or reading readiness;</li> <li>2. school attendance;</li> <li>3. grade retention and promotion; and</li> <li>4. such other indicators as the State may develop.</li> </ol>			

**COMMENTS:**